

Examples of Costs to be Reimbursed and Paid from Management Fee

Cost to be Reimbursed by HPHA

Costs to be Paid from Management Fee

AMP 44 site personnel salaries, fringe benefits and taxes as reflected in Price Proposal.	Contractor's supervisory staff salaries, fringe benefits and taxes.
Direct AMP 44 administrative expenses other than salaries (postage, telephone, copying and supplies).	Contractor's overhead expenses (postage, telephone, copying and supplies).
Long distance calls related to AMP 44 operations (log must be maintained).	Long distance calls from AMP 44 site personnel to Contractor.
Training expenses of Contractor's AMP 44 site personnel for required HPHA and HUD required trainings.	Travel expenses of Contractor's supervisory staff for site visits and meetings.
Travel expenses of Contractor's AMP 44 site personnel for HPHA business conducts.	Advertising expenses for recruitment of Contractor's staff.
Mileage for Contractor's AMP 44 site maintenance personnel in performing direct maintenance duties (travel between properties, pick up maintenance equipment or materials).	Training expenses of Contractor's staff.
Mileage for Contractor's AMP 44 staff for administrative functions (attending meetings, mail pick up, travel to Contractor's office, site inspections).	
Required insurance expenses of Contractor.	
Applicable subcontracted services may include carpentry, electrical, plumbing, pest control, tree trimming, refuse collection, and bulky item disposal.	

RFP PMB-2016-30
Sample Transmittal Letter

Hawaii Public Housing Authority
Contract and Procurement Office
1002 North School Street, Bldg. D
Honolulu, Hawaii 96817

Dear RFP Coordinator:

The undersigned has carefully read and understands the terms and conditions specified in the Competitive Sealed Proposals and hereby submits the following proposal to perform the services specified.

That the undersigned further understands and agrees that by submitting this Competitive Sealed Proposals, 1) it is declaring its Proposal is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, 2) it is certifying that the price(s) submitted was (were) independently arrived at without collusion, and 3) it hereby authorizes the Hawaii Public Housing Authority to verify information provided in this proposal.

Date: _____

Respectfully submitted,

Telephone No.: _____

Fax No.: _____

Authorized Signature (Original)

Remittance address, if different from business address:

Printed Name and Title

Legal Name of Offeror

Hawaii General Excise Tax License
I.D. No.: _____

Business Address

Federal Tax I.D. No. or Social Security No.: _____

City, State, Zip Code

Hawaii Real Estate Broker's License No.: _____

Expiration Date

Offeror Name: _____

Offeror is: ☐ Individual ☐ Partnership ☐ Corporation ☐ Joint Venture

State of Incorporation ☐ Hawaii ☐ *Other: _____

*If "other", is corporate seal available in Hawaii? ☐ Yes ☐ No

1. Offer shall list below business firms and/or government agencies to which he/she has provided similar or identical services to those required by the RFP.

Firm or Agency	Contact Person	Telephone No.

2. Insurance coverage to be provided by:

Insurance Type	Provider	Agent Name	Agent Phone No.
General Commercial Liability			
Automobile			
Workers Compensation			

Point of Contact for this proposal: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Authorized Signature _____

Name and Title _____

Years 2016 and 2017**www.dhrd.hawaii.gov****Holidays to be observed by the
HAWAII STATE GOVERNMENT**

Website where State Holiday Schedule posted

Year 2016 HAWAII STATE HOLIDAYS

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2016</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 1 Friday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 18 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 15 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 25 Friday.....	The twenty-sixth day in March
Good Friday.....	Mar. 25 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 30 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 10 Friday.....	The eleventh day in June
Independence Day.....	July 4 Monday.....	The fourth day in July
Statehood Day.....	Aug. 19 Friday.....	The third Friday in August
Labor Day.....	Sept. 5 Monday.....	The first Monday in September
General Election Day.....	Nov. 8 Tuesday.....	The first Tuesday in Nov. following the first Monday of even-numbered years. <i>(Hawaii State Constitution, Article 2 – Section 8)</i>
Veterans' Day.....	Nov. 11 Friday.....	The eleventh day in November
Thanksgiving.....	Nov. 24 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 26 Monday.....	The twenty-fifth day in December

Year 2017 HAWAII STATE HOLIDAYS

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2017</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 2 Monday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 16 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 20 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 27 Monday.....	The twenty-sixth day in March
Good Friday.....	April 14 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 29 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 12 Monday.....	The eleventh day in June
Independence Day.....	July 4 Tuesday.....	The fourth day in July
Statehood Day.....	Aug. 18 Friday.....	The third Friday in August
Labor Day.....	Sept. 4 Monday.....	The first Monday in September
Veterans' Day.....	Nov. 10 Friday.....	The eleventh day in November
Thanksgiving.....	Nov. 23 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 25 Monday.....	The twenty-fifth day in December

FOOTNOTES: For use solely by State government agencies. Federal government and local banking holidays may differ. For State agencies that operate on other than Monday-Friday 7:45 AM to 4:30 PM schedules, also refer to appropriate collective bargaining agreements. Created by the Department of Human Resources Development 8/11/2015; subject to change.

**Asset Management Project 44
Refuse Collection Service Schedule**

Property	No. of Containers	Container Size	Scheduled Pick-Up Days					
			Mon	Tue	Wed	Thu	Fri	Sat
Waimaha-Sunflower	2	3 Cubic Yard	X		X		X	
	3	6 Cubic Yard	X		X		X	
Kau'iokalani	4	3 Cubic Yard	X		X		X	
Maili I	3	3 Cubic Yard		X			X	
Maili II	3	3 Cubic Yard		X			X	
Nanakuli Homes	72	30 Gallon		X			X	

PROPOSAL SUBMITTAL CHECKLIST**RFP PMB-2016-30****Property Management, Maintenance and Resident Services for Federal Low Income Public Housing Properties under Asset Management Project 44 on the Island of Oahu**

The following checklist is provided as a reference for proposal submittal. The offeror shall be responsible for complying with all aspects of proposal submission requirements. The HPHA shall not be responsible for other pertinent RFP information not listed below:

- ☐ 1. Transmittal Letter (original signature required)
- ☐ 2. Proposal
 - ☐ a. Title Page
 - ☐ b. Table of Contents
 - ☐ c. Background and Summary
 - ☐ d. Experience and Capability
 - ☐ e. Personnel: Project Organization and Staffing
 - ☐ f. Management Plan
 - ☐ g. Financial
 - ☐ f. Other
 - ☐ 1) Financial Related Materials
 - ☐ 2) Certification and Representations of Offerors
(Form HUD 5369-C)
 - ☐ 3) Administrative Policies
 - ☐ 4) Wage Certificate
 - ☐ 5) Hawaii Compliance Express Certificate of Vendor Compliance OR
 - ☐ a) Department of Labor and Industrial Relations, Certificate of Compliance with section 3-122-112, HAR, Form LIR #27; and
 - ☐ b) Department of Consumer and Commerce Affairs
Certificate of Good Standing; and
 - ☐ c) State and Federal Tax Clearance Certificate
 - ☐ 6) Corporate Resolution indicating authorized signer for proposal and contractual documents
- ☐ 3. Submit proposal in a sealed envelope or box identified with RFP No. PMB-2016-30, offeror's legal name, business address, phone number, and address it to the attention of the RFP Coordinator.

ACKNOWLEDGEMENT OF ADDENDA

RFP PMB-2016-30

Property Management, Maintenance and Resident Services for the Federal Low-Income
Public Housing Properties under Asset Management Project 44 on the Island of Oahu

The offeror has received the following Addenda, receipt of which is hereby acknowledged:

Addendum Number: _____	Date Received: _____
Addendum Number: _____	Date Received: _____
Addendum Number: _____	Date Received: _____
Addendum Number: _____	Date Received: _____
Addendum Number: _____	Date Received: _____

(Offeror's Name)

(Authorized Signature)

(Print Authorized Signature Name)

This page is intentionally left blank.